How to Review, Return for Edit, Certify and Submit a Filing
My Plan Administration Account (My PAA)

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Review, Return for Edit, Certify and Submit a Filing

Filing Certification and Approval Process

- Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to PBGC.
  - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
  - Payment Preparer: They can submit ACH payment information through My PAA or indicate that the payment is being made outside of My PAA.
  - Plan Admin/Plan Admin Rep: They will review all of the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
    - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan’s account.

- Flow of Certification and Approval Process

![Flow of Certification and Approval Process Diagram]
Login

- From the Home Page, click on the “Log in or Sign up” button to log in.
- Enter your Username into the field labeled username on the My PAA log in pop-up.
- Enter your Password into the field labeled “Password.”
- Click on the “Log In” button.
Plan List Page

- Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- From the Plan List Page, click on the “Plan Details” link for the plan you would like to certify, approve and/or submit a filing for.
After you have selected the appropriate plan, review all the associated filings in the Premium Filings section.

Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.

You can only certify, approve and/or submit a filing that is not in “Draft” or “Submitted” status.

- Please ensure you have the appropriate role to proceed with the corresponding action. See the 'How to Manage Roles' Demo for further details.
Certify / Return for Edit as Enrolled Actuary

- If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in that section of the filing is accurate.

- From the Filing Details Page, for a filing in 'Pending Actuary Approval' status, click on the “Click on the “CERTIFY / RETURN FOR EDIT” button.
Certify / Return for Edit as Enrolled Actuary

- Click on the “CERTIFY / RETURN FOR EDIT” button

- The Variable-rate Premium details will appear in a pop-up window, as entered on the Comprehensive Premium Filing.

- If the Actuary finds that the VRP data is incorrect and must be edited, click on the “RETURN FOR EDIT” button, as shown on Slide 8.

- If the Actuary considers the information to be correct, click on the blue “CERTIFY” button, as shown on Slide 9.
Actuary Return for Edit

- If the Actuary wants to make a change to the Variable-rate Premium details, select the "RETURN FOR EDIT" button, then a Return Reason text box will appear.

- The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the “SAVE DECISION” button.

- The filing’s status will be updated back to “Draft,” so that the Filing Preparer can make the necessary changes.

- If you selected the “RETURN FOR EDIT” button by mistake and you want to “CERTIFY” the filing, unselect “RETURN FOR EDIT” and you will be able to select the “CERTIFY” button.
Actuary Certification

- If the Actuary confirms that the provided Variable-rate Premium information is accurate, click on the “CERTIFY” button.
- Additional information will be required to continue:
  - Enrollment Number
  - Firm Name
  - Secret Answer to your Secret Question
  - Select the Certification Statement checkbox
- Once the CERTIFY section has been completed, click on the “SAVE DECISION” button.
- The filing’s status will be updated to “Pending Payment Info,” so that the Payment Preparer can complete their steps.
  - For step-by-step instructions please view the 'How to Submit a Payment' Demo
Once the filing has been certified by the Actuary (if there is Variable-rate Premium data in the filing), and a payment option has been selected by the Payment Preparer, then the filing can be certified or returned for edit by the Plan Admin or Plan Admin Rep.

- For further assistance with submitting a payment to PBGC view the “How to Submit a Payment to PBGC” demo.

The filing status to complete this step must be “Pending Admin Approval.”

From the Filing Details Page, click on the “CERTIFY / RETURN FOR EDIT” button.
Certify / Return for Edit as Plan Administrator or Plan Admin Rep

- After the Plan Admin or Plan Admin Rep has reviewed the filing and payment details, they will either certify the filing or return the filing edits.

- If you are certifying as the Plan Admin Rep, the Plan Admin Details must be entered before continuing:
  - Plan Admin Name (individual, not the entity or TPA), Email, Phone Number and Extension (if applicable).

- If the Plan Admin or Plan Admin Rep finds that the data is incorrect and must be edited, click on the red "RETURN FOR EDIT" button and continue to slide 12.
Plan Admin or Plan Admin Rep

RETURN FILING FOR EDITS

- If the Plan Admin or Plan Admin Rep decides to return the filing, a reason and description are required.
- If the edit is due to an issue with the filing (Return Reason = Filing), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
- If the edit is due to an issue with the payment (Return Reason = Payment), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- The status of the filing will not be changed until the Plan Admin or Plan Admin Rep clicks the “SAVE DECISION” button.
Certify, Approve and Submit a Filing

Plan Admin or Plan Admin Rep

CERTIFICATION

- If the Plan Admin or Plan Admin Rep confirms that the filing and payment information are accurate, click on the “CERTIFY” button.

- Additional information will be required before the Plan Admin or Plan Admin Rep can certify and submit the filing.
  - Secret Answer to your Secret Question
  - Select the Certification Statement checkbox

- Once the Approve section has been completed, click the “SUBMIT FILING” button to formally submit the filing to the PBGC for processing.

- You will be redirected to the Filing Details Page.

Secret Question: What is your pet’s name?

Secret Answer:

[Input field for the secret answer]

Certification Statement

“I certify under penalty of perjury, to the best of my knowledge and belief, that all the information complete and has been determined in accordance with the PBGC’s premium regulations and in filing reports an estimated premium funding target, the estimate is reasonable, takes into account available to the enrolled actuary, and has been determined in accordance with generally accepted practices. If I received variable-rate premium information certified by an enrolled actuary for this premium information in the filing is the same as the variable-rate premium information certified I
The filing will be updated to “Submitted” status, and no further action is required from the plan at this time.

After the filing has been submitted you can take three actions on the Filing Details Page:

- Click the “Filing Summary” button to review the data on the filing that was just submitted to PBGC.
- Click the "Filing Receipt" button to generate a PDF of the completed Comprehensive Premium Filing form for this filing
- Click the “Payment Voucher” button to generate a PDF document of the payment voucher, if paying outside of My PAA
Plan Details Page

- You can confirm the submission of the filing on the Plan Details Page as well.

- Submitted status does not mean the filing is error-free. PBGC will perform another validation check after filing submission and the filing status will be updated accordingly:
  - Submitted/Pending Processing: Filing is pending processing; check back later.
  - Submitted/Successfully Processed: Filing has been processed and posted to the plan’s Account History.
  - Submitted/Filing Errors: Possible errors have been found and a letter will be sent to the Plan Contact, which will be viewable on the View Correspondence Page.
  - Submitted/Deleted: Submitted filing has been replaced by an amended filing or deleted by PBGC.